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FM COMCOGARD PSC ARLINGTON VA//EPM-2//
TO ALCGPSC
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ALCGENL 216/12

SUBJ: OS1/OS2 CRITICAL SOLICITATION - WHITE HOUSE

1. CG PSC-EPM-2 is soliciting OS1 and OS2 candidates for the following position:

GRADE	POSN	NBR	UNIT	LOCATION
OS2	00016248		W.H. SIT ROOM - COMMS ASST	WASHINGTON, DC

2. Core Responsibilities:

A. Operate secure and non-secure data, voice, and video communications between senior White House officials and other Cabinet Secretary - level government officials.

Unique duties include:

- a. Identify and resolve interoperability concerns with secure communications systems.
- b. Operate connections to foreign secure and non-secure communications systems, to include connections with foreign heads of state.
- c. Facilitate communications with travelling government officials.

d. Communicate with Air Force One, Air Force Two, and other US Government Executive Support aircraft.

B. Act as the White House Situation Room (WHSR) Senior Duty Officer's

subject matter expert on WHSR's communications capabilities.

C. Provide initial troubleshooting capability for all WHSR IT and communications systems.

D. Maintain COMSEC for WHSR systems.

E. Facilitate NSS Executive Secretary's role as the official entry point and exit point for communications with other government agencies.

F. Schedule available WHSR video teleconference spaces and ensure required communications capabilities are in the meetings.

G. Travel with POTUS, VPOTUS, APNSA, and APDNSA during overseas and domestic trips. Duties while travelling include:

- a. Coordinate with US Embassies, other government organizations, and domestic/foreign telecommunications companies to establish secure and non-secure telecommunications links to support travelling parties.
- b. Coordinate logistics for communications teams.
- c. Ensure travelling principals receive recurring and

non-recurring intelligence products to maintain situational awareness.

d. Facilitate communications and tasking between travelling staff and other governmental officials.

e. Install, operate, and troubleshoot mobile TS-SCI data, voice, and video systems at trip sites.

f. Assist travelling party with the use and operation of communications equipment.

3. Application process. All interested personnel, regardless of tour completion date, who meet the requirements set forth in this message are encouraged to submit an application package to PSC-EPM-2 (CWO3 Thomas J. Craig, OS East Assignment Officer), via their chain of command, to arrive NLT 22 OCT 2012. Application packages must be submitted via e-mail in a format that will facilitate printing and insertion in a six-part folder.

Application must include:

A. Cover Memo (Section 1) - Submitted in basic CG memo format. The memo must be no more than two pages and include a narrative expressing applicant's desire to serve in the White House Situation Room, what experience member would bring to the position, view of the responsibilities of the position, and a statement agreeing to a three-year active duty commitment if selected.

B. Command Endorsement (Section 2) - Indicating the applicant's current security clearance status, physical fitness and weight standards compliance, demonstrated commitment to the Coast Guard Core Values, and member's availability to meet characteristics described below in paragraph 5.

C. Two 8 X 10 Color Photographs (Section 3) - One front view (with combination cap) and one side profile view (without cover) showing left sleeve with rating badge and service stripes. Each photograph must be full-length profile and show applicant in Service Dress Blue Bravo uniform.

D. A Record Brief or Biographical Sketch (Section 4).

E. Copies of the Last Five Performance Evaluations (Section 5)

4. Nominees must possess a Top Secret clearance and must be SCI eligible.

5. Special Requirements: Because of the unique communication support requirements of the senior US Government customers, daily interaction with senior White House officials, and "zero fail" expertise required to meet the WHSR mission, the Communication Assistant must be seasoned, mature, confident, and the consummate

professional. He/she must be able to work independently with minimal supervision, must hold a current TS clearance and be SCI eligible, and must display proven leadership skills that will help in prioritizing tasks, troubleshooting, and leading a team of highly competent Enlisted communication specialists to complete WHSR's dynamic, national security-critical mission. A successful candidate will possess exemplary administrative and communications skills, be a consummate team player and have military bearing of the highest standard.

6. Following a records review, selected nominees will be invited to The White House for interviews. Selectee reporting date will be OOA 01 Feb 2013 or earlier.

7. POCs: CDR Robert Hemp, National Command Center, (202) 372-2399 or CWO Thomas Craig, OS East Assignment Officer, at (202) 493-1267 or Thomas.J.Craig(at)uscg.mil.

8. Internet release not authorized.

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